



Block Party Site Leader Duties

<u>Check Off</u>	<u>Duties</u>	<u>Due Date</u>
_____	Assist the Ministry Coordinator in securing a site location (site will need access to water, bathrooms and electricity if possible)	May
_____	Secure an alternative site in case of inclement weather.	May
_____	Make sure site is not located near another block party site or children's site.	May
_____	Be available at the Leadership meeting in June and the night before the event.	June/Oct
_____	Secure someone to share the gospel during the event	Sept.
_____	Make sure all publicity is done for the event (banners, flyers, door hangers, etc...)	Sept.
_____	Be at the Kick-off location at 7am to help set up the continental breakfast	Event Day
_____	Collect your hand-held ministry sign @ 8:30am and assemble with other missionaries in your assigned area who will be part of your mission team for the day	Event Day
_____	Once at your ministry site, gather all your team open ALL site boxes and share with them the resources available. Explain the	Event Day

importance of gathering information on the decision forms which are located in the envelope along with all the other important paperwork necessary for the day. Have the decision forms readily available throughout the event. Also, inform the team of the decision form found online @ www.absc.org/oneday/decisions

- _____ Designate a location for all written decision forms to be returned once they are filled out. Enlist a volunteer to enter all the information to the online decision address above as they occur Event Day

- _____ Once the information has been entered online place the written form into the envelope marked **“Completed Decision Forms”** to be returned at the end of the day Event Day

- _____ If you don't have anyone to enter the the information for decisions, place the completed form in the envelope marked **“Completed Decision Forms”** to be returned at the end of the day. Event Day

- _____ Make sure the event has stopped by 3 pm. Clean up and return to the Celebration Rally by 4pm. (place where the Kick-Off began) Event Day

- _____ Make sure all remaining products are returned to the Celebration Rally (bibles, tracts, banners, food, frisbees, etc...) and placed at the designated collection site. Event Day

- _____ Return the envelope marked **“Completed Decision Forms”** to the Missions Team table at the Celebration Rally Event Day